

JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT

COMPLETE THIS SECTION IF NEW CONTRACT

For contract(s) in this request, answer applicable questions in each of the 4 major subject areas below in accordance with the Instructions for Preparation of Non-Competitive Procurement Form on the reverse side.

Request that negotiations be conducted only with Barbara McDonald for the product and/or services described herein.
 (Name of Person or Firm)

This is a request for _____ (One-Time Contractor Requisition # 14766, copy attached) or _____ Term Agreement or
 _____ Delegate Agency (Check one). If Delegate Agency, this request is for "blanket approval" of all contracts within the
 _____ (Attach List) Pre-Assigned Specification No. 25510
 (Program Name) Pre-Assigned Contract No. _____

COMPLETE THIS SECTION IF AMENDMENT OR MODIFICATION TO CONTRACT

Describe in detail the change in terms of dollars, time period, scope of services, etc., its relationship to the original contract and the specific reasons for the change. Indicate both the original and the adjusted contract amount and/or expiration date with this change, as applicable. Attach copy of all supporting documents. Request approval for a contract amendment or modification to the following:

Contract #: _____ Company or Agency Name: _____
 Specification #: _____ Contract or Program Description: _____
 Mod. #: _____ (Attach List, if multiple)

Ron Huberman 312-746-9117  OEMC 08 June 2004
 Originator Name Telephone Signature Department Date

Indicate SEE ATTACHED in each box below if additional space needed:

<input type="checkbox"/> PROCUREMENT HISTORY See Attachment
<input type="checkbox"/> ESTIMATED COST \$144,000.00
<input type="checkbox"/> SCHEDULE REQUIREMENTS See Attachment
<input type="checkbox"/> EXCLUSIVE OR UNIQUE CAPABILITY See Attachment
<input type="checkbox"/> OTHER None

APPROVED BY: _____ DATE _____ BOARD CHAIRPERSON _____ DATE _____
 DEPARTMENT HEAD OR DESIGNEE

ATTACHMENT TO

OEMC REQUEST FOR INDIVIDUAL CONTRACT SERVICES

Explain Why Contractor Necessary:

OEMC requests that Barbara McDonald be approved as an independent contractor for a period of one year with an option for OEMC to renew the contract for additional one year periods if the projects described herein are not complete. The projects for which McDonald will provide assistance are as follows:

(1) CLEAR System. Barbara McDonald is an essential element in the Citizen and Law Enforcement Analyses and Reporting ("CLEAR") system for whose continued development and maintenance are now the responsibility of the OEMC. CLEAR is a technology strategy which encompasses the full spectrum of the criminal justice system, including the community. Three goals were defined for this technology system:

- to improve the management of the Police Department and reduce crime;
- to integrate information with other criminal justice agencies to enable unified strategies; and
- to improve information sharing with the community to build better relations.

The CLEAR system is the outgrowth of a partnership between the Oracle Software Corporation and the City and has already resulted in a multimillion dollar investment on both sides. While CLEAR is only 30% complete, it has already yielded significant dividends to the City:

- **A Police Management Component that includes:**
 - The creation of a predictive resource allocation system that identifies and predicts where and when crime will occur
 - Officers now have access to CLEAR's data warehouse, which contains information on more than four million arrestees dating back 12 years. Each of these four million offender records contains more than 30 data points, including mug shot, name, address, age, nicknames and tattoo descriptions. Officers can access all of this information with the simple click of a mouse.
 - Every day, more than 400 arrestees are added to the system by Chicago officers and over 130 suburban law enforcement agencies. CLEAR not only tracks offenders in Chicago, but throughout all of Cook County. In the near future, CLEAR will expand to include information from other local, state and federal Databases. In fact,

Mayor Daley and Governor Blagojevich recently announced the latest phase of the crime-fighting phase of CLEAR, I-CLEAR which will be a statewide database to expand the CLEAR concepts to a statewide network.

- CLEAR also contains information about crime incidents that are catalogued by crime type, address, time of day, etc. Armed with this information, officers are now able to identify crime patterns early on. By spotting emerging problems, they can put together strategies aimed at stopping the problems before they fester. The database is queried more than 8,000 times a day by officers.
- A Personnel Management Suite which will include the most sophisticated early warning system to proactively identify problem employees at the earliest stage possible to facilitate appropriate and timely management intervention. The components of this system include the automation of the Police Department's Office of Professional Standards ("OPS"), the Internal Affairs Division ("IAD"), the Personnel Division, Finance and Medical Sections.

The other parts of CLEAR that are still in development are:

- **Community/Business Partnership Component that includes:**
 - A problem solving database that allows the community access to CLEAR via the Internet to query needed information for engaging in problem solving as part of the Police Department's community policing strategy—CAPS. A full range of E-services will also be available to the community.
- **Criminal Justice Integration Component that includes:**
 - An integration module that will allow the Police Department and other departments involved in homeland security issues to gather and share information with other criminal justice agencies at the local, state and federal level via secure networks.

It is also envisioned that the CLEAR technologies will be brought to other City departments to improve efficiencies in the management of personnel and delivery of services.

The CLEAR system and philosophy have won praise from all quarters and the system is recognized internationally as the most cutting-edge law enforcement technology available. CLEAR recently was awarded a national prize by the prestigious CIO organization in which it competed with and bested technology created by computer and software industry leaders like Microsoft, IBM, and

Dell. Visitors from all of the major metropolitan areas in the country, state and federal agencies, as well as from overseas have initiated discussions with the City and Oracle about bringing the CLEAR technology to their cities, states, and agencies.

CLEAR is a direct outgrowth of Barbara McDonald's vision and determination. Because of the success and international acclaim of the CLEAR system, Barbara McDonald has become an international leader in this field. As a creator of CLEAR and given her unique knowledge of the system – past, present, and future – McDonald's continued involvement with the development of CLEAR is absolutely essential.

(2) Barbara McDonald will also facilitate the coordination of interagency plan development and grant application processes for the City's homeland security efforts which would include, among other things, advising on the development of multi-agency response matrices, and seeking appropriate state and federal homeland security funding and ensuring grant compliance.

(3) Barbara McDonald will also advise on the development of educational and public awareness campaigns to augment OEMC's homeland security and technology initiatives.

Explain Why Individual Considered Independent Contractor and Not Employee:

McDonald would be an independent contractor because (1) she will be compensated at a rate of \$75 per hour subject to the submission of time records and invoices on a semimonthly basis and the provision of documentation to justify any and all such payments; (2) she will not be receiving benefits as would be an employee; (3) she will be responsible for paying her own withholding taxes and self-employment taxes; (4) contractor's work will not be supervised by OEMC, and the manner in which the work will be performed will be determined largely by the contractor, but must be consistent with the agreed upon work plans for the respective projects; (5) given the nature of the work, it will be necessary for the contractor to work with and have access to some City equipment with respect to the technology development aspects of the projects. Otherwise, the contractor will provide her own tools, materials, and equipment; (6) the contractor will determine the specific days and hours of work, in consultation with the OEMC staff and consistent with work on the projects; hours will vary depending on the particular needs of the project; (7) it is anticipated that the amount of the contractor's time devoted to various projects will decrease as the projects near completion; (8) contractor will work off-site at her office, and on-site as needed.

ATTACHMENT TO
OEMC REQUEST FOR SOLE SOURCE CONTRACT

Unique or Exclusive Capability and Scope of Services

OEMC requests that Barbara McDonald be approved as an independent contractor for a sole source contract for a period of one year with an option for OEMC to renew the contract for additional one year periods if the projects described herein are not complete. The projects for which McDonald will provide assistance are as follows:

(1) CLEAR System. Barbara McDonald is an essential element in the Citizen and Law Enforcement Analyses and Reporting (“CLEAR”) system for whose continued development and maintenance are now the responsibility of the OEMC. CLEAR is a technology strategy which encompasses the full spectrum of the criminal justice system, including the community. Three goals were defined for this technology system:

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Estimated Cost and Other Information

McDonald will be compensated at a rate of \$75 per hour, not to exceed \$144,000 annually, subject to the submission of time records and invoices on a semimonthly basis and the provision of documentation to justify any and all such payments. McDonald's work will not be supervised by OEMC, and the manner in which the work will be performed will be determined largely by the contractor, but must be consistent with the agreed upon work plans for the respective projects. It is anticipated that the amount of McDonald's time devoted to various projects will decrease as the projects near completion.

OEMC #04-2

Rec'd 5/26/04

TO: James Brennwald, Department of Law, Labor Division

To John Harris
5/26/04

CITY OF CHICAGO
REQUEST FOR INDIVIDUAL CONTRACT SERVICES

Subject to Approval
by Chief of Staff

Department: OEMC

Date: 26 May 2004

OK. before me

Explain Why Contractor Necessary:

See Attachment

Explain Why Individual Considered Independent Contractor, and Not Employee:

See Attachment

Number of Contractors Needed: 1 Hours Per Week: See Attachment

Project Assignment: Consulting services as defined in attachment

Duration of Assignment: June 1, 2004 - June 1, 2005 with options
for two renewal years.

Department Representative to Contact for Further Information

Name: Ron Huberman Phone: 312-746-9117

Total Available Funding: _____ Chargeable To:

Fund: Dept. #: Org. #: Approp.: Object:

.0140

-----APPROVED-----

Department Head: Ron Huberman/lee Date: 26 May 2004

Law Department: James Brennwald Date: 5/26/04

Budget Office: [Signature] Date: 5/27/04

-----NOT APPROVED-----

Law Department: _____ Date: _____

Budget Office: _____ Date: _____

**CITY OF CHICAGO
 PURCHASE REQUISITION**

Copy (Department)

DELIVER TO: 058- OEC1411 1411 W. MADISON Chicago, IL 60607	REQUISITION: 14766 PAGE: 1 DEPARTMENT: 58 - OFFICE OF EMERGENCY COMMUNICA PREPARER: Rochelle D Simeon NEEDED: APPROVED: 6/7/2004
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REQUISITION DESCRIPTION

SOLE SOURCE FOR BARBARA MC DONALD FOR ONE YEAR WITH A TWO YEAR EXTENSION PERIOD, SPEC# 25510
 SPECIFICATION NUMBER: 25510

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
1	91875	113,000.00	Year	1.00	113,000.00						
CONSULTING SERICES PROVIDED BY BARBARA B. MC DONALD											
SUGGESTED VENDOR: BARBARA B. MC DONALD			REQUESTED BY: Rochelle D Simeon								
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	003	0251	0582005	0140	220140	0000	00000000	03AG30	00000	0000	113,000.00
LINE TOTAL:											113,000.00
LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
2	91875	31,000.00	Year	1.00	31,000.00						
CONSULTING SERVICES											
SUGGESTED VENDOR:			REQUESTED BY: Rochelle D Simeon								
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	002	0446	0571010	6044	220440	0000	55457111	000000	00000	0000	31,000.00
LINE TOTAL:											31,000.00
REQUISITION TOTAL:											144,000.00

CITY OF CHICAGO ALL PURPOSE REQUISITION FORM

PAGE OF

DEPT USE 1

DEPT USE 2

DATE 6-7-04 BUREAU/DIVISION Finance SHIP CODE 991 SHIP TO DEPT DATE NEEDED 6-9-04 PG RX NUMBER 14766 PV NUMBER

ATTN STAN RYDZINSKI DESCRIBE AND JUSTIFY GOODS OR SERVICES OR ENTER CATALOG INFORMATION

LINE	COMMODITY CODE	SYS CODE	ITEM DESCRIPTION	CATALOG NAME/ #	CATALOG DATE	CATALOG PAGE	CATALOG ITEM PART #	UNIT PRICE	UNIT OF MEASURE	QUANTITY	TOTAL PRICE
			CONSULTING SERVICES								
			FOR BARBARA B. MCDONALD								
									Year	1	113,000.00
									Year	1	3,000.00

COMMENTS:

CHECK OR COMPLETE ALL THAT APPLY

PARTICIPATING TA # _____

NEW TA OR CONTRACT _____

SOLE SOURCE _____

PURCHASE ORDER _____

CONTRACT AMENDMENT _____

DIRECT VOUCHER _____

EMERGENCY REQUEST _____

7-DAY BID _____

REFLECTED _____

FY	LINE	FUND	DEPT	ORGN	APPR	ACTV	OSLT	PROJECT	RPTG	DOLLAR AMT.
03		0251	58	2005	0140		230140		02A630	9113,000.00
03		0446	57	1010	6044		230140	55457111		3,000.00

AGE TOTAL 144,000.00

GRAND TOTAL (ALL PAGES) 144,000.00

FOR FINANCE OFFICE USE ONLY

VENDOR INFORMATION

INVOICE NUMBER(S)

BUREAU/DIVISION INFORMATION

CONTRACTS REVIEW _____

FINANCE DIRECTOR _____

DATE _____

EPS PASS 1 _____

DATE _____

EPS PASS 2 _____

DATE _____

COMPANY NAME Barbara B. McDonald

ADDRESS _____

VENDOR CODE _____

REP/PHONE _____

SECTION MANAGER/ APPR PREPARED BY ROCHELLE SIMONS

ADDRESS 1411 W. MADISON ST

DATE 6-7-04 PHONE 312-746-9417

DEPUTY AUTHORIZATION [Signature]

DATE 6/6/04 PHONE 766-9420

CPAC PROJECT CHECKLIST

For CPAC Team Use Only	
Date Received:	_____
Date Returned:	_____
Date Accepted:	_____

IMPORTANT: PLEASE READ AND FOLLOW THE INSTRUCTIONS FOR COMPLETING THE PROJECT CHECKLIST AND CONTACT THE APPROPRIATE TEAM LEADER IF YOU HAVE ANY FURTHER QUESTIONS. ALL INFORMATION SHOULD BE COMPLETED INCLUDING THE SUPPLEMENTAL CHECKLIST REQUIRED BY THE SPECIFIC CPAC TEAM. ATTACH ALL REQUIRED MATERIALS AND SUBMIT FOR HANDLING TO THE DEPARTMENT OF PROCUREMENT SERVICES, ROOM 403, CITY HALL, 121 N. LASALLE STREET, CHICAGO, ILLINOIS 60602.

PROJECT
 Date: 6-7-04
 ID No (Spec, RX, Project): 25510 R2 14766
 Department: OEMC
 Bureau: Finance
 Contract No (if known): _____
 Project Title/Description: CONSULTING SERVICES FOR BARBARA B. McDONALD

Contact Person: Rachelle Simeon
 Tel: 6-4417 Fax: 6-9120 E-mail: _____
 Project Manager: _____
 Tel: _____ Fax: _____ E-mail: _____
 Estimated Value \$ _____

SCOPE STATEMENT

attached is a detailed scope of services and/or specification

IMPORTANT: THIS IS A CRITICAL PORTION OF YOUR SUBMITTAL. IN ORDER FOR A TEAM TO ACCEPT YOUR SUBMITTAL YOU MUST COMPLETE ALL TEAM SPECIFIC SCOPE REQUIREMENTS AS SET FORTH IN THE SUPPLEMENTAL CHECKLIST FOR THAT TEAM.

The following is a general description of what would be included in a Scope of Services or Specification:
 A clear description of all anticipated services and products, including: time frame for completion, special qualifications of prospective vendors, special requirements or needs of the project, locations, anticipated participating user departments, citation of any applicable City ordinance or state/federal regulation or statute.

TYPE OF PROCUREMENT REQUESTED (check all that apply)

Competitive Bid RFQ/RFP/RFS/RFI Sole Source** Term Agreement One Shot
 Mod/Amendment Time Extension Additional Funding Small Order S/O Emergency

FORMS

<input type="checkbox"/> F-25* (add line item)	<input type="checkbox"/> F-10* (special approvals)	<input type="checkbox"/> SSRB** (sole source approval)
<input type="checkbox"/> F-26* (new term agreement)	<input type="checkbox"/> RX (one-shot requisition)	<input type="checkbox"/> OBM Authorization
<input type="checkbox"/> F-27* (time extension)	<input checked="" type="checkbox"/> APRF (all purpose request form)	
<input type="checkbox"/> F-29* (change vendor limit)		

** Sole source requests must include vendor quotes/proposal and MBE/WBE compliance requirements

FUNDING

City: Corporate Bond Enterprise Grant* Other _____
 State: IDOT/Transit IDOT/Highway Grant* Other _____
 Federal: FHWA FTA FAA Grant* Other _____
 Funding Strip(s): 03-0251-58-2005-0140 03AG30
03 0446-57-1010-6044-0440-5545911
 * Attach copy of any applicable grant agreement terms and conditions

TIME FRAME

Date Needed: _____
 Requested Contract Term (y/m/d): 6-9-04

PRE BID/SUBMITTAL REQUIREMENTS

Requesting Pre Bid/Submittal Conference? Yes No Requesting Conference be Mandatory? Yes No
 Requesting Site Visit? Yes No Requesting Site Visit be Mandatory? Yes No

CPAC PROJECT CHECKLIST

ARCHITECTURAL/ENGINEERING SUPPLEMENTAL CHECKLIST

Required Attachments: Scope of Services, including location, description of project, services required, deliverables, and other information as required

Risk Management

Will services be performed within 50 feet of CTA train or other railroad property? Yes No
 Will services be performed on or near a waterway? Yes No

Pre-Qualification Category No. _____ **Category Description:** _____

For Pre-Qualification Program, attach list of suggested firms to be solicited

Other Agency Concurrence Required: None State Federal Other (fill in) _____

AVIATION CONSTRUCTION SUPPLEMENTAL CHECKLIST

DOA sign-off for final design documents: Yes No

Required Attachments:

Copy of Draft Contract Documents and Detailed Specifications.

Risk Management:

Current Insurance Requirements prepared/approved by Risk Management: Yes No

Will work be performed within 50 feet of CTA or ATS structure or property? Yes No

Will work be performed airside? Yes No

CAPITAL EQUIPMENT (VEHICLES) SUPPLEMENTAL CHECKLIST

Required Attachments:

- Detailed Specifications including detailed description of the vehicle(s) or equipment, mounted equipment, if any, and options/accessories.
- Special Provisions (Delivery, Warranty, Manuals, Training, Additional Unit Purchase Options, Bid Submittal Information, etc.)
- Delivery Location(s)
- Technical Literature
- Drawings, if any
- Part Number List (Manufacturer, or Dealer, or Other Source: _____)
- Copy of current Price List(s)/Catalog(s)
- Form F-10 or other authorization document
- Any other exhibits and attachments

COMMODITIES SUPPLEMENTAL CHECKLIST

Required attachments:

- Copies of price lists, catalogs, drawings, variations of part numbers
- Any other exhibits or attachments

CONSTRUCTION SUPPLEMENTAL CHECKLIST (LARGE & SMALL)

Required attachments: Copy of Draft (80% Completion)

Copy of Draft (80% Completion) Contract Documents and Detailed Specifications

Risk Management

Will services be performed within 50 feet of CTA train or other railroad property? Yes No
 Will services be performed on or near a waterway? Yes No

CPAC PROJECT CHECKLIST

DELEGATE AGENCY SUPPLEMENTAL CHECKLIST

Required attachments:

Attach Scope of Services that includes the following information 1) Program background & objectives; 2) Type of services for which proposals are sought; 3) Location and time line for delivery of services; 4) Qualifications, skills, and/or experience necessary; 5) Special licenses or certifications required; 6) Evaluation process (if known).

Other Attachments (please submit all that apply)

1. Copy of grant application and/or grant agreement
2. Evidence of award authority (DAAC agenda with agency name highlighted; City Council ordinance with agency name highlighted; or OBM letter)
3. Modification information (Copy of Form F-8A; screen print of EPS AWDS table)

Does program require Executive Order 91-1 clearance?
Is boilerplate from Law available or in production?
Would your department benefit from technical assistance?

Yes No
 Yes No
 Yes No

HARDWARE/SOFTWARE SUPPLEMENTAL CHECKLIST

ITSC (approved by BIS)

OBM (approved by Budget form/memo)

Attach any documentation indicating any previous purchase activity to assist in the procurement process

Grant document attached

PROFESSIONAL SERVICES SUPPLEMENTAL CHECKLIST

Detailed scope of services as described on page 1.

The Schedule of Compensation

Deliverables

Request for individual contract services (if applicable)

The appropriate EPS form

* If this is a Telecommunications/Utilities project, please also address the following:

Has the project been reviewed by DGS? Yes No

Attach copy of DGS Recommendation; Reservation(s); or participate under current contract.

Does the project include software? Yes No

If yes, is signed ITSC form attached? Yes No

Does the location involve:

A public way? Yes No

Any concession in the City's facilities? Yes No

Is it anticipated City Council approval of the project or contract will be required? Yes No

CPAC PROJECT CHECKLIST

SMALL ORDERS SUPPLEMENTAL CHECKLIST

Yes No

- ___ ___ 1. Special Approval Form/Justification Letter.
 e.g. (Emergency Contract, Telecommunication Back-up documents, Proposals , EPS Form F-10, etc.),
- ___ ___ 2. Suggested Vendor.
- ___ ___ 3. Commodity Code, Manufacturer, Catalog Information, Model No., Quantity, Unit Cost/Measure, Color etc.,
- ___ ___ 4. Detailed Specification or Scope of Work.

ATTACHMENT REQUIRED FOR EACH SMALL ORDERS PROCUREMENT TYPE

(Check Appropriate Group)

1. ONE SHOT (PN)

- YES () NO () Detailed Specifications
 YES () NO () Suggested Vendor
 YES () NO () Support Documentation

3. EMERGENCY CONTRACT

- YES () NO () Justification Letter
 YES () NO () Vendor Proposal
 YES () NO () Pre-assigned Requisition (RX)

2. SOLE SOURCE REQUIREMENTS

- YES () NO () Vendor Proposal
 YES () NO () Disclosure Affidavit
 YES () NO () Letter of Exclusive or Unique Capability
 YES () NO () Support Documentation from Vendor/Manufacturer.
 YES () NO () Signature(s) of Originator or Departmental Head/Designee.

4. TELEPHONE/FAX BIDS

- YES () NO () Justification Letter

WORK SERVICES & FACILITY MAINTENANCE SUPPLEMENTAL CHECKLIST

Required Attachments: Detailed Specifications (Scope of Services) including detailed description of the work, locations (with supporting detail), user department contacts, work hours/days, laborer/supervisor mix, compensation and price escalation considerations, contract term and extension options, contractor qualifications, citation of any applicable City/State/Federal statutes or regulations, citation of any applicable technical standards and price lists, catalogs, technical drawings and other exhibits and attachments as appropriate.

Risk Management

- Will services be performed within 50 feet of CTA train or other railroad property? ___ Yes No
- Will services be performed on or near a waterway? ___ Yes No
- Will services require the handling of hazardous/biowaste material? ___ Yes No
- Will services require the blocking of streets or sidewalks in any way?
 Which may affect public safety? ___ Yes No



City of Chicago
Richard M. Daley, Mayor

Office of Emergency Management
and Communications

Ron Huberman
Executive Director

1411 West Madison Street
Chicago, Illinois 60607

(312) 746-9111
(312) 746-9120 (FAX)

<http://www.cityofchicago.org>

June 9, 2004

Eric Griggs
Chief Procurement Officer
Department of Procurement Services
121 N. LaSalle Street, Room 403
Chicago, IL 60602

Dear Mr. Griggs:

Please be informed that the proposed Sole Source Contract for Barbara McDonald has no direct or indirect MBE or WBE subcontracting. Therefore, there are no stated goals for this unique contract.

If there are any specific questions, please feel free to contact Lori Lightfoot at 312-718-4247.

Sincerely,

A handwritten signature in cursive script that reads "Ron Huberman".

Ron Huberman
Executive Director

